

**MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT 59722
Internal/External Posting**

REPOSTED

Job Title: Food Processing Technician	Band/Salary: 3/\$10.12 – 12.51/hr
Position Number: 67013	Status: Permanent/Full-time
Class Code: 513933	Bargaining Unit: Montana Federation of
Department: Corrections	State Employees
Division: Montana Correctional Enterprises	Shift: 7:00 a.m. – 3:00 p.m.
Location: Deer Lodge, MT	Days Off: Saturday/Sunday
Supplement Required: No	

To Apply: Submit a State of Montana Employment Application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. **This position is Open Until Filled.** (Attach a copy of the Reference and Criminal Background Check authorization form to application. Incomplete or unsigned applications will be rejected as incomplete and will not be considered.

Special Information: Requires considerable standing and walking on cement floors, heavy lifting, and exposure to frequent temperature extremes. The position may require overtime on an as needed or requested basis. Upon employment successful completion of Basic Training for Prison employees is required. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment. Successful applicant will be required to pass a physical examination by a qualified Deer Lodge physician prior to the start of training. The physical examination will be at the cost of Montana Correctional Enterprises.

Typical Duties: Food Preparation / Machine Maintenance: Prepares all ingredients for food production and produces large quantity recipes to be distributed to several customers by implementing food production schedules; these production schedules must be met in order to meet heating and cooling requirements and menu and shipping deadlines. Prepares individual trays and ensures proper portion control. These positions are responsible for the operation of \$1.7 million of highly technical, cook – chill equipment including tumble chillers, cook tanks, blast chillers, rotary ovens, 250 gallon steam kettles, metered filling station, mechanical vegetable peelers, vacuum packaging machine, industrial food processors, computerized slicing equipment, a forklift, and automated food serving equipment including conveyorized trayline and sealing equipment. This involves considerable standing and walking on cement floors; exposure to frequent temperature extremes; exposure to dangerous equipment, tools, and chemicals, a considerable amount of heavy lifting (40 - 60 pounds) of food and supplies. A large amount of the work involves repetitive motion. Exactly follows recipes to achieve a standard product each time the item is made. Communicates and implements menu changes, shortages, or other problems to the Food Service Manager, Food Factory Supervisors, and/or co-workers. The incumbent will assist with the ordering and inventory of all food and non-food products by making recommendations concerning current usage and needs. Incumbent will complete a large selection of records needed by the Department of Livestock and the Food Factory accounting and management personnel (including HACCP forms, usage data, production tracking forms, and inventory accounting forms). Monitors the accuracy of all incoming and outgoing stock and matches items to their product specifications. Safety , Security, and Sanitation: Ensures that the Food Factory HACCP Plan and SSOPs are met at all times; this entails maintaining proper food and storage temperatures and keeping accurate records of storage temperatures, product dates and usage, and temperature and product flowcharts. Alerts the Food Service Manager or Food Factory Supervisors when a potential safety or sanitation problem is discovered. Disassembles, cleans, sanitizes, and reassembles all Food Factory equipment. Maintains a clean and sanitary physical plant. Supervises, trains, and motivates inmate work crews in all phases of Food Factory cleaning and sanitation. Secures and accounts for all knives, tools, and serving utensils. Supervises inmates using tools and other restricted equipment. Enforces current security and operational procedures. Pat searches and escorts inmates, as needed.

Qualifications: Position requires considerable knowledge of modern principles, practices, and techniques of cook/chill food processing, meat-cutting, food preparation, and food serving. This position requires proficiency in the operation, maintenance, and cleaning of commercial food service equipment. Also need a working knowledge of the safety procedures, rules, and regulations of the USDA and Department of Health and Human Services. Should have the ability to teach the above knowledge to inmates and be skilled at record keeping and inventory. Need a working knowledge of medical and religious diets and nutritional values and requirements for both adults and children and those needing special dietary requirements.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to graduation from High School or a GED. One year work experience in one of the following areas is required: Commercial or Institutional cooking, food preparation, or food service in a professional work setting, successful completion of a vocational training program in food service operation, production skills associated with processing farm or ranch products, various duties at wholesale or retail food outlets.

If offered the job, the successful applicant will be responsible for learning or completing within the first six months: successful completion of Montana State Prison Basic Training; successful completion of 40 hour Correctional Food Service correspondence course offered by the American Correctional Association; supervisory ability needed to deal with inmates; considerable knowledge of modern principles, practices, and techniques of cook/chill food processing; meat cutting, food preparation, and food serving; a working knowledge of the safety procedures, rules, and regulations of the USDA and Department of Health and Human Services; skilled at record keeping and inventory; an ability to teach the above knowledge to inmates.

This position requires proficiency in the operation, maintenance, and cleaning of industrial and or commercial food service equipment.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a band 3 on the state's broadband pay matrix. The current annual salary is \$21,049.60, depending upon experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

A behavioral interview may be a part of the selection process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

All new employees are subject to a minimum of 6 months probation. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____

